

## Required Documents

### Purpose

This chapter reviews the documents that are required with the joint Healthy Families and Medi-Cal for Families mail-in application.

### Income Documentation

There are many different acceptable forms of income documentation. Proof for **EACH** source of income that is counted must be included with the application. A brief list of documents that can be used to prove income is provided below:

- Paycheck stub (less than 45 days old when received at the SPE)
- Employer letter
- Federal income tax forms
- Medi-Cal Notice of Action (NOA)
- Three month profit and loss statement
- Affidavit
- Copies of public benefits award letters or bank statements showing direct deposit

See Chapter 4: *Family Size and Income Determination* for a complete list of these documents and instructions regarding how to use them. Samples of the federal tax forms, NOA, three month profit and loss statement and affidavit are also included in this chapter.

**NOTE:** Some documents may be used to prove more than one source of income such as federal tax forms or an affidavit.

### Proof of Pregnancy

Pregnant women who are applying for Healthy Families coverage for their unborn child must provide proof of pregnancy, including due-date, from a doctor or clinic.

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## **Proof of Deductions**

Proof of deductions must be submitted for each deduction for which the family is eligible. The table below lists the deductions and the acceptable documents. See Chapter 4: *Family Size and Income Determination* for the complete list.

<b>Deduction</b>	<b>Proof</b>
Work expense deduction	Does not require additional proof other than the proof of income
Childcare expenses	Receipts, cancelled checks or signed statement from childcare provider
Dependent care expenses	Receipts, cancelled checks or signed statement from dependent care provider
Alimony or child support received	Does not require additional proof other than the proof of alimony or child support income
Court-ordered alimony or child support paid	Copy of court order or paycheck stub showing garnishment for child support or pay receipts or canceled checks.

## **California Residency Documentation**

There are many ways to show proof of California residency. Proof of income can be used to prove California residency if the paycheck stub or employer letter shows the employer's California address. If not, any one of the following documents would be accepted:

- Recent California rent, mortgage or utility receipts in the applicants' names
- Current and valid California Driver's Licenses or California Identification Cards issued by the California Department of Motor Vehicles
- Current and valid California motor vehicle registrations in applicants' names
- Evidence that applicants have registered to vote in California
- Document that shows applicants are registered with either a public or private employment service in California
- Evidence that applicants or children are enrolled in a school in California
- Evidence that applicants are receiving public assistance other than Medi-Cal in California

**NOTE:** If applicants have no documents to show residency, the county Department of Social Services accepts affidavits.

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## **Citizenship and U.S. National Documentation**

Proof of citizenship or status as a U.S. National is only required for those family members who wish to be enrolled in either Medi-Cal or Healthy Families. Proof may be sent within 60 days of receipt of the application without delaying the processing of the application. If proof is not sent within 60 days, family members will be disenrolled from Medi-Cal and/or Healthy Families.

Any of the documents listed below can be used to show citizenship or U.S. National status:

- Original or certified birth certificate
- U.S. Passport
- Birth/baptismal certificate issued on a reservation, tribal records, letters from the Canadian Department of Indian Affairs, school records and tribal I.D. card for federally recognized tribes
- Naturalization Certificate
  - ◊ INS Form N550
  - ◊ INS Form N-570
  - ◊ INS Form N-578
  - ◊ INS Form N-565
  - ◊ Individual Fee Register Receipt (INS Form G-711)
- Northern Mariana Identification Card issued by the INS
- Certificate of U.S. Citizenship
  - ◊ INS Form N-560
  - ◊ INS Form N-561
- Certificate of Child Born Abroad
  - ◊ Department of State Form FS-545
- Report of Birth: Child Born Abroad
  - ◊ Department of State Form FS-240
- Certificate of Birth Abroad
  - ◊ Department of State Form DS-1350

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## **Immigration Status Documentation**

Proof of immigration status is only required for those family members who wish to be enrolled in either Medi-Cal or Healthy Families. Proof may be sent within 60 days of receipt of the application without delaying the processing of the application. If proof is not sent within 60 days, family members will be disenrolled from Medi-Cal and/or Healthy Families.

The immigration status requirements are slightly different between Medi-Cal and Healthy Families. As a result different documents are required for each program.

### **Immigration Status Documentation: Medi-Cal**

Any of the documents listed below can be used to show satisfactory immigration status for no-cost Medi-Cal.

If the document is two sided, send copies of both sides.

- INS Form I-551 (Green Card)
- Unexpired Temporary I-551 stamp in a foreign passport
- INS Form I-94 (Arrival/Departure Record): Must also submit INS Form I-551 if using this form.
- INS Form I-688B (Employment Authorization Card)
- INS Form I-776 (Employment Authorization Document)
- Form I-130 (Proof that petition has been filed)
- Proof that INS Form I-360 has been filed on behalf of a battered alien
- INS Form I-360 for applicant who is eligible for self petition under the Violence Against Women Act (VAWA)
- INS Form I-571 (Refugee Travel Department)
- INS Form I-766 (Employment Authorization Document)
- Order from an Immigration Judge showing deportation is being withheld
- Discharge certificate (DD214) that shows two or more years of continuous active duty in the Air Force, Army, Navy, Marine Corps or Coast Guard. Must show an honorable discharge
- Current Military Identification Card (DD Form 2) or a copy of military orders
- Possession of a Military Identification Card showing that the individual is married to a veteran or an active duty member of the United States armed forces
- Dependent Military Identification Card to establish dependency of the children and DD Form 214 or equivalent to establish the veteran status without further inquiry
- Letter from the Canadian Department of Indian Affairs, birth or baptismal record issued on a Canadian Indian Reservation or tribal or school records which establishes that American Indians born in Canada are of at least one half American Indian ancestry
- INS Form I-220

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### **Immigration Status Documentation: Medi-Cal continued**

- Letter from the US Citizenship and Immigration Service (USCIS, formerly the INS) showing status
- INS Form I-210
- INS Form I-181 Memorandum of Creation of Record of Lawful Permanent Residence
- Court order establishing the alien's status
- Properly endorsed passport
- Individual Fee Register receipt, INS Form G-771 and an Interview Appointment Letter, INS Form I-488

### **Immigration Status Documentation: Healthy Families**

For eligible qualified immigrants, the documents listed below can be used to show immigration status for Healthy Families.

If the document is two sided, send copies of both sides.

- An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
  - ◊ INS form I-551
  - ◊ INS form I-94 with a current I-551 stamp on a foreign passport
- An alien granted conditional entry pursuant to Section 203(a)(7) of the INA
  - ◊ INS form I-94 with a stamp showing admission under 203(a)(7) of the INA
  - ◊ INS form I-688B showing admission under 274a.12(a)(3)
- An alien paroled into the U.S. under Section 212(d)(5) of the INA for at least one year
  - ◊ INS form I-94 showing admission for at least one year under section 212(d)(5)
  - ◊ Notice or court order from an Immigration Judge granting parole for at least one year
- An alien with the appropriate immigration status who (or whose child or parent) has been battered or subjected to extreme cruelty in the United States and there is a substantial connection between the battery or extreme cruelty and the need for benefits, and who no longer resides in the household of the batterer
  - ◊ Approved INS form I-130
  - ◊ INS form 360 petition filed under the Violence Against Women Act (VAWA)
  - ◊ INS form I-797 indicating filing of the I-360 petition
- An alien granted asylum under Section 208 of the INA
  - ◊ INS form I-94 showing grant of asylum under Section 208 of the INA
  - ◊ INS form I-688B under section 274a.12(a)(5)
  - ◊ INS form I-776 with the code "05"
  - ◊ Grant letter from the asylum office or the USICS
  - ◊ An order from an Immigration Judge granting asylum

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### **Immigration Status Documentation: Healthy Families continued**

- A refugee admitted to the U.S. under Section 207 of the INA
  - ◊ INS form I-94 showing admission as a Refugee under Section 207 of the INA
  - ◊ INS form I-688B under Section 274a.12(a)(3)
  - ◊ INS form I-776 with code “A3”
  - ◊ INS form I-551 with code “RE”
  - ◊ INS form I-571
- An alien whose deportation is being withheld by order of an Immigration Judge under Section 243(h) of the INA as in effect prior to April 1, 1997, or whose removal is being withheld under Section 241 (b)(3) of the INA
  - ◊ INS form I-688B with the code 274a.12(a)(10)
  - ◊ INS form I-776 with the code “A10”
- An alien who is a Cuban or Haitian entrant as defined in Section 501(e) of the Refugee Education Assistance Act of 1980
  - ◊ INS form I-551 with the codes CU6, CU7, or CH6
  - ◊ Current I-551 stamp with the codes CU6 or CU7 on the INS form I-94
  - ◊ Current I-551 stamp on a foreign passport with codes CU6 or CU7
  - ◊ INS form I-94 with stamp showing parole as a “Cuban/Haitian entrant” under Section 212(d)(50) of the INA
- Qualified aliens lawfully residing in any state who are honorably discharged veterans who fulfill minimum active duty service requirements or who are on non-training active duty in the U.S. Armed Forces
  - ◊ DD form 214
  - ◊ Military identification card if on active duty
  - ◊ Current military orders
- The spouse or unmarried dependent or the unmarried surviving spouse whose marriage satisfies the requirements of 38 U.S.C. 1304 of those veterans or persons on active duty described in the previous bullet (Qualified aliens lawfully residing in any state who are honorably discharged veterans . . . )
  - ◊ Current military identification card to establish marital relationship to the veteran or parent-child relationship to the veteran
- An Amerasian immigrant admitted to the U.S. pursuant to Section 584 of the Foreign Operations, Export Financing and Related Programs Appropriations Act of 1998 as described in Section 1612(a)(2)(A)(1)(V) of Title 8 of the United States Code
  - ◊ INS form I-551 with the code AM6, AM7, or AM8
  - ◊ Current temporary I-551 stamp in a foreign passport with the code AM1, AM2, AM3
  - ◊ INS form I-94 with the codes AM1, AM2, or AM3

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## **Confidential Information Regarding Immigration Information**

CAAs may be asked questions about applicant's immigration information that may be reported to US Citizenship and Immigration Services (USCIS, formerly the INS). Page 3 of the application instructions, under Question 25, can help assure families that immigration information is only required for children and pregnant women and is not shared with the USCIS for services they lawfully receive. CAAs should explain the following:

**“Information about children or pregnant women listed on the application is confidential and is only shared with U.S. Citizenship and Immigration Services in cases of fraud.”**

Information about the children's or pregnant women's immigration that is listed on the joint Healthy Families and Medi-Cal for Families mail-in application is confidential.

**REMINDER:** Applicants are not required to provide information about their own immigration statuses unless they are applying for benefits for themselves.

## **American Indian and Alaskan Native Documents**

American Indians and Alaskan Natives are not required to pay premiums or co-payments for the Healthy Families Program under the Cost/Share Waiver. Any one of the following documents can be used to show American Indian or Alaskan Native ancestry:

- Copy of American Indian or Alaska Native enrollment document from a federally recognized tribe
- Certificate of Degree of Indian Blood (CDIB) from the Bureau of Indian Affairs
- Certificate of Indian Heritage from an Indian Health Service Facility operating in the State of California

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## **Additional Information Regarding Public Charge**

More information about public charge is available from the USCIS online:

- Go to <http://uscis.gov>
- Click on “Public Affairs”
- Click on “Public Information”
- Under “Please Select a Topic,” select “Public Charge”
- Scroll down to “Public Charge”
- Select “A Quick Guide to Public Charge and Receipt of Public Benefits (California Edition) 11/04/99”

This guide is available in English and the following other languages:

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| • English   | • Thai       |
| • Spanish   | • Korean     |
| • Cambodian | • Vietnamese |
| • Chinese   |              |

Applicants may also call the USCIS at (800) 375-5283.